

Invitation to Bid Form

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Re: Invitation to Submit Bid for _____ owned by _____

And designed by _____.

Dear [Recipient's name],

I am writing to you today to inform you that you are hereby invited to submit a sealed bid as the general contractor on a contract for the construction of the above listed project. That project will consist of the following:

Located at:

Address: _____

City: _____ State: _____ Zip Code: _____

Otherwise known as: _____

Copies of the contract documents are available at my office at the above listed address. To be considered you must submit a final bid with any necessary supporting materials to support your proposed bid as a reasonable and accurate assessment of the above listed project. The bid must be received at the above listed address no later than ____/____/____.

Best regards,
[Your Signature]